



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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MEMORANDUM FOR REGION CCs/CDDs
WING CCs/CDOs/LOs
CAP-USAF LRs

7 August 2000

SUBJECT: Airfield Photo View / Upload Procedures

VIEW CLANDESTINE/UNCHARTED LANDING SITES OR UPLOAD ACCESS

NOTE: Clandestine/uncharted landing site information is considered "Law Enforcement Sensitive" and is not to be released to anyone without the "need to know". Viewing photos of these landing sites, or use of information contained therein, is restricted to authorized persons only.

NOTE: CAP Members authorized to Upload Photos MUST complete the following process before they will be able to Upload Photos. Region CCs, CDDs, LRCCs, Wing CCs, CDOs, LOs MUST also complete the process to view the clandestine/uncharted landing sites.

NOTE: Law Enforcement Officials must complete the following for access to view the uncharted landing sites.

1. From the CAP Home Page at www.capnhq.gov select "Airfield Photos".
2. Scroll down to bottom of the page and select "Law Enforcement Users Enter/Sign-Up Here".
3. If you are a NEW user, you must select "Sign In Here". If you are already registered, enter your User-ID and Password.
4. When you select "Sign In Here" you are taken to a screen that must be completely filled out. When you get to the bottom of the page, select the "Sign-Up" button.
5. An email will be sent to doc@capnhq.gov and back to you stating that your application has been received.
6. When we have verified your ID, another email will be sent to you stating you are authorized to view the clandestine/uncharted landing sites and/or upload pictures, depending on your access.

UPLOADING PHOTOS

1. From the CAP Home Page at "www.capnhq.gov" select "Airfield Photos".
2. Scroll down to bottom of the page and select "Law Enforcement Users Enter/Sign-Up Here".
3. Enter your User-ID and Password.
4. Select your wing.

5. CLANDESTINE/UNCHARTED LANDING SITES

NOTE: Do not place FAA Airports in * SUBMIT NEW CLANDESTINE LOCATION *

- a. If you are uploading clandestine/uncharted photos, select * SUBMIT NEW CLANDESTINE LOCATION *.
- b. Enter the Airfield ID. Example: 40082BAAC.
- c. Enter the Airfield Name. USE THE AIRFIELD ID AS THE NAME unless you know the name (Example: John Doe Farm).
- d. Enter the closest City or Town.
- e. Enter the State.
- f. Enter the Latitude & Longitude. Use Degrees, Minutes and Seconds. USE WHOLE NUMBERS ONLY (Example: 40 29 40 / 082 37 13). Be sure to enter three digits in the first latitude box.
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- g. Then select "Add".
- h. To update photos, select "Update".
- i. Select the "Browse" button and select the directory and file name (Example: 40082BAAC_N.JPG, 40082BAAC_E.JPG, 40082BAAC_S.JPG, 40082BAAC_W.JPG) on **YOUR** computer.
- j. After you recheck your entries, select "Upload".

6. **FAA or CHARTED AIRFIELDS**

- a. If you are going to upload new photos:
 - (1) Select the "Camera" icon.
 - (2) Select the "Browse" button and select the directory and file name on YOUR computer.
 - (3) Then select "Add".
- b. To update FAA photos:
 - (1) Select "Update".
 - (2) Select the "Browse" button and select the directory and file name on YOUR computer.
 - (3) Then select "Upload".

SORTING PHOTOS

You may sort the airfield photos by Airport ID, Airport Name, or City.

VIEWING PHOTOS

1. You may sort the airfield photos by Airport ID, Airport Name, City, Latitude or Longitude.
2. Select the airfield to view.
3. Select "Back" to view another airfield.

POC for further information or instructions is Norm Ginther, 334-953-2452, nginther@capnhq.gov .



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